13th November 1965]

APPENDIX IV.

(*Vide* answer to Starred Question No. 245 on page **365.**)

The terms of reference of the High Power Committee on Economy and Administrative Reorganisation are as below :—

(i) to study the set up of different departments of Government and assess the possibilities of effecting economies in expenditure through reorganisation and revision of methods of work at different levels;

(ii) to review the norms for employment of staff in different departments and propose revision wherever needed;

(iii) to study the trends of growth in expenditure in the several departments particularly on establishments, contingencies, travelling allowance and the like and suggest ways and means of economising on them having regard to the need to keep non-developmental expenditure and developmental expenditure of a maintenance nature under strict control so as to release larger funds for the Plan;

(iv) to review the major building programmes of different departments and propose measures for economising on cost of construction of buildings through suitable revision of designs, specifications and improvement of procedures for preparation, sanction and scrutiny of estimates;

(v) to examine the present procedures for indenting, procurement and storage of different kinds of stores and equipment in departments of Government and suggest improvements thereto;

(vi) to analyse the pattern of subsidies and grants-in-aid in force and assess the need for their continuance or otherwise;

(vii) to examine in particular whether economy in administration may be secured among other things, by more rational distribution of functions between offices at different levels and to this and review the existing pattern of delegation of administrative and financial powers.

The Committee's work will also cover autonomous bodies under the control of Government such as the State Electricity Board and State Housing Board.

To start with, the Committee has taken up the work relating to the collection of all data necessary for the complete analysis of the working of the various departments. Detailed questionnaires have been prepared and sent to all Secretaries to Government as well as Heads of Departments and their replies are awaited. The collection as well as processing of the data will take some time. Thereafter, the Committee will formulate specific economy measures or suggestions for reorganisation of departments.